



# Department of Managed Health Care

## JOB OPPORTUNITY

GRAY DAVIS, Governor

MARIA CONTRERAS-SWEET, Agency Secretary

Release Date: February 10, 2003

**CLASSIFICATION:** Senior Legal Typist [1 Position; Perm/Full Time]

**FINAL FILING DATE:** Until filled

**SALARY:** \$2304 - \$2801

**LOCATION:** Office of Enforcement, 980<sup>th</sup> Ninth St., Suite 500, Sacramento, CA 95814

**DUTIES AND RESPONSIBILITIES :**

The incumbent is responsible for a variety legal typist duties in support of counsel assigned to the Office of Enforcement. Specific duties & responsibilities include: types, edits, revises, reformats, proofreads or transcribes a wide variety of legal documents including accusations, orders, legal correspondence, memoranda, motions & depositions, etc., transcribing dictation from a dictating machine and performing related office work required in preparing and processing a variety of legal documents. Maintains calendar for counsel to assure timely compliance with statutory deadlines; arranges meetings & telephone conference calls with other professional staff within the division as well as outside the department; responds to general inquiries from attorneys and other members of the public; screens telephone calls & answers non-technical & non-legal questions.

**DESIRABLE QUALIFICATIONS:**

- ◆ Ability to organize & establish workload priorities simultaneously & work under pressure
- ◆ Exercise a high degree of initiative & flexibility
- ◆ Ability to work independently, as well as, cooperatively and effectively with others.
- ◆ Ability to effectively communicate well, both orally and in writing
- ◆ Ability to follow oral & written instructions & able to adjust to shifting priorities & meet deadlines
- ◆ Dependable, punctual, excellent attendance
- ◆ Ability to reason well & use good judgment
- ◆ Knowledgeable of modern office methods & equipment & experience with personal computers with knowledge of Microsoft Word, Excel, etc.

**WHO MAY APPLY** – State employees who are currently in the above classification, have list eligibility for appointment or have transfer eligibility are encouraged to apply. Appointment is subject to SROA . **ONLY THOSE BEST QUALIFIED WILL BE INTERVIEWED.** For further technical information regarding the position, please contact Cheryl Akiu at (916) 324-8599. **SEND A COMPLETED APPLICATION/RESUME TO THE PERSON AND ADDRESS PROVIDED BELOW** (please include your social security number for eligibility verification and indicate the RPA # 02-196 under the job title).

**SUBMIT APPLICATION AND/OR RESUME TO:**

Department of Managed Health Care  
Attention: Cheryl Akiu  
980 9<sup>th</sup> Street, Suite 500  
Sacramento, CA 95814  
(916) 324-8599

California Relay Service: Voice Line: 1-800-735-2922  
TDD User: 1-800-735-2929

**RPA #02-197**

AN EQUAL OPPORTUNITY EMPLOYER – EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, OR SEXUAL ORIENTATION.